

**ARIZONA DEPARTMENT OF EDUCATION**

**Jaime A. Molera**  
Superintendent of  
Public Instruction



STATE OF ARIZONA

School Finance  
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**SCHOOL FINANCE MEMORANDUM 02-022**

**TO:** District Superintendents, Business Managers, & Head Teachers

**FROM:** Maggie Singler

**DATE:** March 29, 2002

**SUBJECT:** A.R.S. 15-825.B Certificates of Educational Convenience - Funding

All required worksheets to claim funding for Certificate of Educational Convenience students who are placed by an agency of the state or a state or federal court (A.R.S. 15-825.B) are available at <http://www.ade.az.gov/schoolfinance/Forms/CEC/Default.asp>. The worksheets are to be completed by the district of attendance. All students reported on these worksheets must have been issued a certificate from the county schools office, be reported on the Membership and Absence Report (ADM), and the special education students should be reported on the Special Education Census (SPED). Please see School Finance Memo 02-020 for complete data submission requirements for CEC-B Students.

For Special Education students the district can either choose to claim the Excess Cost (by including these students on the "CEC-B Excess Cost Funding Formula Worksheets") or, if the costs are higher than the calculated excess cost, may choose to submit the required documentation for the Actual Cost (complete worksheet entitled "CEC-B Actual Cost Funding Formula For Group B Children with Disabilities"). If the student attends a private school, the private school must submit the "Private School Special Education Budget Worksheets". The Private School Special Education Budget Worksheets will be furnished to the private schools by ADE based on the schools listed by each district (see School Finance Memo #02-020).

In completing the CEC-B Excess Cost Funding Formula Worksheets districts should refer to the Cost Study amounts posted at <http://www.ade.az.gov/schoolfinance/Forms/CEC/Default.asp>. Districts that were included in the Special Education Cost Study will use the amounts specific to their district. All other districts will use the state average.

***Please return your completed worksheets by April 15, 2002 in order to be eligible for funding during fiscal year 2002.***

If you have any questions regarding CEC's please contact Maggie Singler at (602) 542-8244 or e-mail <mailto:msingle@ade.az.gov>.

cc: County School Superintendents

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